

Staged Re-Opening Plan

Stage 1-

- Closed to Public
- Offering Curbside Pick-up
- All Programming Virtual
- Hours shortened to M-F
- Requesting patrons keep materials (48-hour quarantine for materials returned before shelved)
- Overdues waived

Stage 2-

- Open to Public by appointment only
- Offering Curbside Pick-up
- All Programming Virtual
- Hours Shortened to M-F
- Requesting patrons keep materials (48-hour quarantine for materials returned before shelved)
- Overdues waived

Stage 3 –

- Open to public with limitations
 - Limiting the number of patrons within the library to 15 at a time, or more or less at the discretion of the Library Director or Designee.
 - Requesting that masks be worn by all (ages 2 and up, and without health difficulties)
 - Requiring social distancing, including marked spots for check-out, fewer computers, and the removal of most lounge furniture and tables.
- Computers limited to 1 hour of use, appointment only, wiped down between patrons
 - Computers limited to adult use or school work for children.
- All programming still limited to virtual
- Hours still shortened to M-F
- Meeting Room(s) closed
- Begin requesting materials back, overdues still waived. (48-hour quarantine for materials returned before shelved)
- Not accepting book or material donations at this time
- Staff spread out and assigned certain duties at certain locations
 - Jeremy: Personal Desk & Left Circulation Computer.
 - Patron Count through single entry access (front doors)
 - Answering and directing phone calls
 - Quarantining returned items
 - Maria: Personal Desk & Right Circulation Computer.
 - Patron Check-out
 - Kyle: Computer Reference Desk.
 - Computer Patron access and limit
 - Wipe down computers between patrons
 - Jasmine: Left Children's Circulation Desk.
 - Curbside Check-out
 - Jayme: Right Children's Circulation Desk.
 - Curbside Check-out

Stage 4 –

- Extend hours back to original times
- Restore programming and outreach
- Restore computers and furniture